PROTOCOL FOR DEVELOPING PLANS OF WORK AND BUDGET 2017

1. Flagships have a basic logframe in place already and a sketch of activities already agreed for 2017 and beyond. Activities could be modified and wordsmithed during the Flagship Planning workshops held between September/October. No problem – let them do it, following the guidelines in the powerpoint!
2. There is 2016 funding of about 20-25K per Flagship POWB meeting managed by the L&F Management Unit. Esther has the activity code for posting these expenditures. Ensure all the correct people are invited to the planning meetings – see powerpoint for list and also a proposed agenda. Esther helps with logistics; you need to be present, as do all the cross-cutting people. Also Michael Kidoido or Jane Poole to facilitate the Theory of Change session.
3. Funding allocations for W1/W2 were already agreed at the proposal stage for each participating Center but not within Centers and down to Cluster of Activity level. There is a set of Flagship budgets from the proposal stage on the new Livestock wiki that people need to stay within the boundaries of.
4. W1/W2 Allocations per activity have not been fully thrashed out and certainly. Not agreed within ILRI programs (e.g. ASSP, LGI, PTVC for the LLAFS Flagship). These are getting thrashed out during the ILRI Budgeting process that precedes the CRP POWB process. Imagine the same is happening with the other centers
5. Need to agree the Activity POWB template for Flagship POWB with Tom. Remember that W1/W2 funding needs to have separate and distinct outputs in Phase 2. Suggest you separate out all the outputs by funding source (W1/W1, W3 and bilateral) and, within bilateral sources, by exact bilateral. For ILRI the bilateral outputs should be easy to cut and paste from OCS. So as before each activity budget is an aggregation of different funds.
6. I have included in your folder a mockup of an activity template for documenting the outputs but it doesn’t really work anymore for budgeting. There is almost agreement to use the ILRI budget template for actual budgeting too.
7. Each Center should get the Activity POWB template for POWB development and document their financial and output contribution after the Flagship planning meetings. L&F Management unit consolidates these into the Consolidated Flagship POWBs. Money and outputs. See 2016 ones for a guide. Esther can consolidate the funding; you could consolidate the outputs.
8. There are budget targets for each of the cross cutting areas e.g. 10% gender, 10% capdev etc. These are more or less met in the proposal budgets and colour coded. Flagships need to be reminded of these by you and the cross-cutters. Also they need to pay for their own flagship leader time (20% - not being picked up by management unit anymore plus the 2018 POWB meeting!).
9. There is ongoing discussion how to plan and budget the cross-cutting items as the targets must be met, the money “ring-fenced” somehow (separate activity code?) and relatively easy to track for expenditure reporting. The balance of the funding is for research. Update yourself via Tom on how to handle this.
10. If people claim that the XC targets are being met by bilaterals, we need proof thereof…plus the outputs - that meet with the agreement of the cross cutting leaders.
11. Set up consolidation worksheet per 2016 example with perhaps more detail on XC
12. Check that all Cluster of Activity allocations have been respected (roughly) and partner allocations (exactly). Send back if over-budgeted.
13. Transcribe over to whatever Systems Office POWB template is agreed upon.
14. Prepare Program Participant Amendments (PPAS) or whatever legal format is agreed upon to transfer the funding to partners. Ask Tom is legal document will change….it probably will

Notes:

1. Jane can help on cross cutting problems and how to get XC budget into the template
2. Jane is the guru on budget by outcomes – there is a set of formulas she has to do this once budgets are done.
3. Put all finalized stuff on the wiki